

# ADMINISTRATIVE ASSISTANT REPORT

May 2011

05/24/11

## FINANCIALS:

1. Maitland, Singler & Van Vlack started the Town's financial audit, reviewed the financial records and submitted the Form C report to the WI DOR. The Form C sub-report was submitted to the DOR by the deadline. The auditors will come and do the "testing" portion of the audit on Tuesday, June 21<sup>st</sup> & possibly Weds, June 22<sup>nd</sup>. I still have quite a bit of work to finish before they can come, so I'll need to have some uninterrupted time to get ready for the testing portion of the audit.
  - a. The Treasurer and the Clerk will be here on the 21<sup>st</sup> so they can answer audit questions.

## GRANTS:

1. The 2010 Recycling Grant final report to the WI DNR accounts for the Town's actual recycling program, expenditures and revenues, as well as collection & disposal information. This reporting was electronically submitted and received by the DNR by the April 30<sup>th</sup> deadline.
2. Ted also completed & we submitted the DNR's 2010 MRF Self-Certification report by the deadline.

## MISCELLANEOUS:

1. Misc. billings will be sent out, along with parking tickets, ambulance billings & HIPPA notices (that occurred before LifeQuest started), etc.
2. Laub & Horton will be submitting the insurance renewal quote for General & automotive coverage for the period of 6/10/11-06/10/12.
  - a. However, they will not be able to submit a quote for the 5/24/10 TB meeting. Instead, the town's insurance will be bound/renewed as of 6/10/11 and Horton Group will submit a proposal for the 6/14/11 TB meeting.
  - b. No other agents have requested information to quote the Town's insurance renewal.
  - c. Waggle and I will be taking time off here and there. We both have vacation time to use before our anniversary dates (Waggle's is mid-June and mine is early July).
    - i. We both may need to request a short extension to use up existing vacation time.
3. Patty has been doing a great job of being involved with all the various town issues, clerk's duties, correspondence and communication. In order for me get back to dealing more with the "numbers" aspect of my job, Patty has become the "go to person" for questions, research, publishing, documentation, etc. which is greatly appreciated.
4. I received several questions regarding time off and the Family Medical Leave Act (FMLA). This is the first time the Town has had this issue raised, so Glenn has been researching the Federal and State regulations, as well as how the Town's Personnel Policy ties into FMLA. I think Glenn has done an outstanding job of summarizing well over 100 pages of documents into a three page memo and answering the questions posed (as well as making it somewhat understandable to administer).
  - a. However, he suggested, and I agreed, that an attorney review what Glenn has put together, since his interpretation would be setting precedence for the Town for this and for any future Family Medical Leave Act requests, as well as still having a couple of unanswered questions.
    - i. I would like to request permission to either send it either to one of the Town's two local attorneys, or to contact an employment specialist firm to review it.
      1. I spoke with Mike Fauerbach, who felt their newest associate would be qualified to assist with this, but we didn't get into specifics, costs, history, etc. According to the attached ad, her expertise seems to be personal injury, etc.
      2. Glenn's attorney friend recommended a small firm in Madison who specializes in Employment and labor issues. I contacted the City of Mauston who uses this firm and they would strongly recommend this firm. I haven't heard back from the Village of McFarlane.
  - b. This would also eventually dovetail with the Town's entire Personnel Policy being reviewed by legal counsel.

Respectfully submitted,